

Director of Finance and Administration

NELP seeks an experienced nonprofit professional to oversee key aspects of the administration of a vibrant, expanding national advocacy and research organization, headquartered in New York City and with satellite offices in DC, California, Michigan and Washington State. Working for a mid-size organization like NELP, the Director of Finance and Administration will be a hands-on manager with the ability to oversee finance, human resources and operations and the willingness to take on key tasks in these areas.

Responsibilities

- Serve as a senior member of financial management team including project and organizational budgeting and reporting, working with the auditor and financial consultants, expense approval procedures, and tracking of expenses by project.
- Serve as NELP's grants administrator, including managing of grant report, renewal deadlines and regranting compliance.
- Oversee organizational operations and human resources, including development and implementation of NELP-wide policies, contracts for services and compliances with government agencies.
- Supervise administrative staff, including bookkeeping and IT staff.
- Serve as a member of NELP's senior internal management team, as a key confidential employee reporting to the Executive and Deputy Directors.

Qualifications

- 7+ years experience in nonprofit administration, including substantial management and supervisory experience.
- Strong experience with financial operations and accounting software, preferably FUND EZ.
- Strong communications and interpersonal skills. Attention to detail.
- Commitment to Economic Justice.
- Preferred qualification: Experience working as a manager in a setting where the staff is unionized.

The position comes with competitive benefits. Salary depends on experience. To apply, send a resume, writing sample and cover letter to jobs@nelp.org (indicate "Admin Director" in the subject heading). NELP is an affirmative action employer. Women, people of color, and members of the GBLT community are encouraged to apply.